

**New York State
Department of Labor**

The Empire State

In Remembrance

**Working in
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Training Guidelines

Registered apprenticeship training programs may be conducted by a single employer, a group of employers, or jointly by a union and employer(s), called a Joint Apprenticeship Committee (JAC). There are many [occupations](#) registered as apprenticeable in both construction and non-construction fields. Today, apprenticeship is expanding to health-related, new technology, high performance manufacturing, and service occupations.

How Do I Get Started?

The first step in the process of registering an apprentice training program is to contact a Department of Labor representative specialized in this area. The Department has [regional offices](#) with specialized staff who can assist you in the application process. At the initial meeting, the Apprenticeship Training Representatives will review the occupation, your training needs, and your ability to meet quality standards and training requirements. Be assured that your Labor representative has the information and technical experience to guide you through the process. You'll be pleased to know that the application is short and there are minimal paperwork requirements for this program.

What Does It Cost?

Registered apprenticeship is the best kept secret in the employer community. There is no cost for program registration. The Department of Labor representative offers technical assistance in program design, paperwork completion, and application submittal; will provide ongoing operational assistance and is a constant resource for the apprenticeship sponsor. These services are provided by the Department of Labor at no cost to the sponsor. Additionally, for each occupational title, there is a corresponding training outline. The training outlines have been standardized and are provided to you in ready form. When you're ready to recruit, the Labor Department provides assistance ([press releases](#)) at no charge.

The registered apprentice is required to attend classroom related instruction each year of their apprenticeship. That is arranged by you along with staff from the Departments of Education and Labor. Generally, the employer bears the cost of the related instruction. This is off-set by the fact that you are paying the apprentices less money than your skilled workers. In fact, apprentices generally begin their training earning approximately 40% of the skilled worker rate. And if you are a registered employer in the construction field who has been awarded contracts under Public Work, then you pay apprentices the apprentice [prevailing rate](#), which is another substantial savings to you.

Who Can I Choose as Apprentices?

Your apprentices are your employees. As such, they must meet your minimum qualifications. You set the standard. If you should choose to do so, you can award credit for prior education and experience to potential candidates. All this enables you to be in control of the apprentice selection process.

You may choose to train as many apprentices as your business will allow as long as you continue to meet the [ratio](#) of skilled workers to apprentices which has been established by the Department. This ratio is designed to ensure that the safety of the apprentices and the quality of the training is maintained at the highest levels.